



**Equal Employment  
Opportunity Committee  
Special Meeting Agenda  
1:30 PM – 3:30 PM  
Thursday – November 15, 2012  
City Council Chambers - 809 Center Street**

**Call to Order**

**Roll Call**

**Statements of Disqualification**

**Oral Communications – No action may be taken**

**Announcements - No action may be taken**

**Approval of Minutes**

1. Minutes of the September 13, 2012 Regular meeting (*New Procedure*)
  - Motion to approve as submitted (Those present at the meeting of September 13, 2012 may vote to approve the Minutes, including changes: Katherine Donovan, Piret Harmon, Deborah Holmes, Teresa Landers, Colleen McMahon, Jack McPhillips, Filipina Warren. Those *not* present at the meeting of September 13, 2012 may also vote to approve the Minutes, but only to the extent they are verifying their absence is properly recorded: Jonna Hubling, Holly Walton.)

**General Business**

1. VIDEO (YouTube): “It’s Time to Evolve How We Resolve”
  - The Reverend Deborah L. Johnson, Founding Minister and President, Inner Light Ministries, Soquel, CA.
  - Committee Discussion re Applying Principles to EEO Committee Activities
2. Update Committee Goals & Objectives, and Outcomes
  - Group Process Facilitated by Dale Zevin, Training Manager
3. Presentations at upcoming Quarterly Supervisor/Manager Meetings
  - Committee Discussion & Determination of Presentation Parameters
4. Establish 2012 EEO Committee Annual Report Ad Hoc Subcommittee
5. EEO Committee Webpage Improvements
  - Committee Discussion: Ad Hoc Subcommittee Needed? Recurring Agenda Item?

**The City of Santa Cruz does not discriminate against persons with disabilities.**  
Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free.  
Upon request, the agenda can be provided in a format to accommodate special needs.  
Additionally, if you wish to attend this public meeting and will require assistance such as an  
interpreter for American Sign Language, Spanish, or other special equipment,  
please call the City Clerk’s Department at 420-5030 at least five days in advance  
so that we can arrange for such special assistance, or email [CityClerk@cityofsantacruz.com](mailto:CityClerk@cityofsantacruz.com).  
**The Cal-Relay system number is: 1-800-735-2922**

## Equal Employment Opportunity Committee Meeting Agenda of November 15, 2012 1:30 PM

### Information Items – No action may be taken

1. Legal Update
  - Staff liaison Joe McMullen
    - Employer Liability for Franchisee Harassment
    - Definition of a Supervisor Under Title VII
2. Summary of Discrimination Complaint(s) and Outcome(s)
  - Staff liaison Joe McMullen
    - 2012 Complaint Log
    - Committee Review and Input: Draft Annual Three-Year Summary Document Format
3. Training
  - Training Manager Dale Zevin
    - Mandated Training Compliance
      - Harassment Prevention Training
      - Cultural Diversity Training
    - Succession Planning
      - Employee and Leadership Development
      - Mentoring
      - Shadowing
    - Brown Bag Lunches
4. Group Photograph

### Subcommittee/Advisory Body Oral Reports

1. Access to Employment Job Fair Committee
  - Member Deborah Holmes

### Items Initiated by Members for Future Agendas

#### ***Adjournment (New Procedure – no motion required)***

The Equal Employment Opportunity Committee will adjourn from the regular meeting of Thursday November 15, 2012 to the next regularly scheduled meeting on Thursday February 14, 2013 at 1:30 p.m. in Council Chambers.

### Additional Information

Visit the City's Web Site at <http://www.cityofsantacruz.com/> for information about City Advisory Body Meeting Agendas and Minutes, Advisory Body information and the Santa Cruz Municipal Code. Sign up to receive automatic notification when meetings are announced and Agendas are posted.